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AUTHOR	Neugebauer, Bonnie, Ed.; Neugebauer, Roger, Ed.
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ABSTRACT

The second of two volumes intended for directors of early childhood organizations, this volume compiles selected articles for center directors from the first 20 years of the journal "Child Care Information Exchange." The articles cover personnel management, program development, and community relations. The articles are grouped into "chapters" as follows: (1) "Personnel Policies"; (2) "Recruiting and Selecting Staff"; (3) "Supervising and Developing Staff"; (4) "Developing Your Team"; (5) "Appraising Staff"; (6) "Evaluating Your Program"; (7) "Working with Parents"; (8) "Marketing Your Program"; and (9) "Community Outreach." A final chapter lists resources for directors.

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